

BOARD OF SELECTMEN – DECEMBER 2, 2013

I. Call to Order/Roll Call

Chairman Alex Vispoli called the Regular meeting of the Board of Selectmen to order at 7:00 P.M. in the Selectmen's Conference Room at Town Offices. Present: Chairman Vispoli-Y and Selectmen Brian Major-Y, Dan Kowalski-Y, Mary Lyman and Paul Salafia-Y. Also present: Town Manager Reginald Stapczynski and Town Clerk Larry Murphy. The meeting was duly posted and cable-cast live.

II. Opening Ceremonies

The Chairman asked for a Moment of Silence followed by the Pledge of Allegiance.

III. Communications/Announcements/Liaison Reports

The Town Manager made the following announcements:

~Thank you to the Andover Firefighters for the wonderful Holiday Parade held on Sunday and the addition of the longer route was great.

~ Holiday Happenings will be held on Friday night, December 5th, with Main Street closed off to traffic.

~Upcoming meetings: Monday, December 9th – Tri-Board Meeting at 7:00 P.M. in the School Committee Room, and Tuesday, December 10th – the Board of Selectmen will meet at 7:00 P.M. to discuss their goals for the next year.

~There are openings on the Zoning Board of Appeals and the Retirement Board if anyone is interested in applying. Please contact the Town Manager's Office and submit the Talent Bank Form on the Town's website.

Town Clerk Larry Murphy announced that nomination papers are available for anyone interested in running for Town Moderator (1 position), Board of Selectmen (1 position) School Committee (1 position), Housing Authority (1 position) and the Punchard Free School Board of Trustees (2 positions); the deadline to submit papers is February 4, 2014. The Town Clerk also acknowledged the participation of volunteer election officials from Andover who assisted with the Mayoral recount vote in Lawrence last week. Lastly, the Town Clerk reported that the State Primary date has been changed and will be held on September 9, 2014 not September 16, 2014.

Selectman Salafia reported that he met with the members of the Banner Committee to discuss options on how to attach banners across Main Street. He met with five different candidates who applied to serve on the Zoning Board of Appeals. He is meeting with the Preservation Commission on December 10th to discuss the plaque for the Town House in memory of James Doherty. Mr. Salafia will report back to the Board on the outcome of the above items at the next meeting.

Selectman Kowalski thanked Andover Youth Services and the Andover Police Department for conducting a very educational Drug Awareness Program that was well

attended and eye-opening. The program was very enlightening and he encouraged residents who were unable to attend to view the presentation on Andover TV.

IV. Citizens Petitions & Presentations

Fred Vanogan, 84 Main Street, is concerned about the lack of lighting on North Main Street between the Public Safety Center and Whole Foods Market. He said car traffic, motor vehicle vandalism and speed have increased in this area which is also a residential area and has become a public safety concern. Both the Andover Police Department and National Grid have been alerted and he is waiting for a follow-up response. The Town Manager said the Police Department has been looking into this matter but he will speak with the Police Chief about a response and copy the Board of Selectmen on the correspondence. Mary Carbone, 3 Cyr Circle, said she would like the street lights turned back on for all residents who have requested it due to safety concerns.

John Pasquale, 47B Whittier Street, has mixed reactions on what the Board has said they will do and what will be done on key items (permitting, contracting, parking, etc). He feels strongly that additional work cannot be added to the Town Manager's work load and suggested someone else (i.e. Assistant Town Manager) be the driver to move these items forward. He said he would also like to see the Board stop talking about the Town Yard and put a plan together to rectify the problem.

Bob Landry, 4 Seminole Circle, commented on a questionnaire that compared Andover to 50 other municipalities and Andover showed a negative finding for citizen opposition. He also asked if the OPEB Evaluation will be released prior to the Tri-Board Meeting. The Town Manager said it will be released when the final evaluation becomes available.

V. Continued Public Hearing from November 18, 2013

A. FY-2014 Tax Classification

Tax Assessor David Billard and Finance Director Donna Walsh were present to answer questions from the Board on the FY-2014 Tax Classification prior to their vote. Chairman Vispoli asked which factor provides the most equilibrium for all concerned. Members of the Board are mindful of the effect of the class factor on senior citizens, homeowners and businesses and concentrated their discussion on the 146 and 147 factors.

Selectman Major motioned that the Board of Selectmen adopt a tax classification factor of 146. The motion was seconded by Selectman Salafia. Discussion: 146 classification factor does not seem equitable – the 147 or 147.5 might be better; averaged out over the last five years would be less of an increase for industrial than for residential – there are several ways to look at it. Mr. Major withdrew his motion.

Selectman Kowalski moved that the Board of Selectmen adopt a Residential Factor of 147%. The motion was seconded by Selectman Salafia and voted 3-2 to approve. The motion was opposed by Brian Major and Alex Vispoli.

Selectman Lyman moved that the Board of Selectmen adopt a discount factor of 0% for all land identified as Open Space. The motion was seconded by Selectman Major and voted 5-0 to approve.

Selectman Lyman moved that the Board of Selectmen adopt the determination of a Residential Exemption factor of 0%. The motion was seconded by Selectman Major and voted 5-0 to approve.

Selectman Lyman moved that the Board of Selectmen adopt a determination of a Commercial Exemption factor of 0%. The motion was seconded by Selectman Major and voted 5-0 to approve.

VI. Regular Business of the Board .

A. Andover Youth Foundation Grant Agreement

Selectman Major motioned for the Board to sign the amendment to the Andover Youth Foundation Grant Agreement as presented. The motion was seconded by Selectman Kowalski and voted 5-0 to approve.

B. Andover Community Access and Media, Inc.

Dan Brennan, President of the ACAM Board of Directors and Executive Director Wess Murphy presented information on ACAM's Annual Report and Financial Statement. Dan Brennan said they were successful in re-negotiating a new five year contract with the Town, attained a larger budget and gained full control of the PEG access channels which will offer more opportunities to better serve the community. All three stations are run from the studio at AHS. Wess Murphy said they hired a membership coordinator who is responsible for bringing in more people, educating residents on services available and assisting with day-to-day operations. Online services have been improved with the integration of an outside service provider to carry the Government and Educational Channel web streams serving an unlimited amount of viewers simultaneously supporting flash, idevice and droid platforms for live streaming. They have continued their community outreach to Andover businesses offering training and production opportunities in studio. Additional revenue was added to their budget to increase meeting coverage – 112 meetings were covered last year which is an increase of 21 meetings in addition to special coverage provided for Town Meeting, the AYS Telethon, AHS Graduation, etc. Future projects include outfitting the 2nd floor conference room in the Town Offices for meeting coverage and upgrading the Collins Center to support Town Meeting and possibly provide live coverage at the World War I Veterans Auditorium.

C. Trash and Recycling Presentation

Acting DPW Director Chris Cronin, Business Manager Sandy Gerraughty and Recycling Committee Chairman Keith Saxon gave a presentation on the future options of the Town's Trash and Recycling Program as the current contracts ends in June 2014. This includes the trash collection services provided by Allied Waste, recycling services provided by Integrated Paper Recyclers and the disposal of trash tonnage currently being disposed of at Wheelabrator in North Andover. They discussed the preparation of an RFP which they expect to finalize in mid-January, advertise the end of January and open returned RFPs in February with the goal of awarding a contract in March that will keep increases as low as possible. The Board of Selectmen should finalize their criteria for the next phase of recycling and trash removal by mid-December.

Results of a survey conducted by two college interns over a twelve-week period this Summer showed 92% of the residential only parcels surveyed recycle and 8% do not. The data collection was conducted with an iPad application written and instituted from the Merrimack Valley Planning Commission and the application used the Town's GIS dataset of parcels. In January 2014, they will finish the survey and continue to analyze the collected data. More education is needed about single-stream recycling which reduces sorting efforts but does not mean everything is recyclable, i.e. plastic bags and Styrofoam are not recyclable curbside. Possible cost savings could be realized by charging for recycle bins for a savings of \$20,000 per year, elimination of bulky waste pickup for a savings of \$2,000 per year, and enforcement of mandatory recycling. In addition, an educational campaign encouraging recycling and paid for through remaining grant funds includes door hangers and recycling magnets, an Environmental Sustainability Internship Course at AHS and compost programs at the schools.

D. Water/Sewer Rates for FY-2015

The Town Manager reviewed the process and schedule of the proposed water/sewer rates for FY-2015. The preliminary water and sewer user rate and budget projections were included in the CIP presentation in November and will be included in the Town Manager's Recommended Budget when released in February 2014. In March, a public hearing will be held and the Board of Selectmen, acting as Water & Sewer Commissioners, will vote on the operating budget and rates by the first of April. The information will be included in the Finance Committee's Report sent to all households prior to Town Meeting. The new Water and Sewer Enterprise Operating Budget and User Rates will go into effect on July 1, 2014. If there are no increases, it would impact the goal of having a working surplus of \$1.2M to use for future projects instead of borrowing. Projects such as backwashing of tanks, flushing hydrants and lining pipes are driving the increases. Also, there is concern they will not have enough to cover the Greater Lawrence Sewer District Assessment and hope \$1.6M will be enough for this year. The Town Manager will send the Board information for Water & Sewer Funds using the Debt Analysis Tool.

E. Water Line – 29 Boutwell Road

Attorney Mark B. Johnson explained the request to the Board to authorize the signing of a Notice of Intent with the Conservation Commission. His client is developing a four lot subdivision off Boutwell Road and the Planning Board and Water Department requested the water lines be looped through an easement by the West Knoll subdivision. The Town Manager advised the Board that Town Counsel said they should authorize the intent.

Selectman Lyman motioned for the Board to authorize the Chair of the Board of Selectmen to sign the notice of intent for 29 Boutwell Road based on Town Counsel's recommendation to the Town Manager to have the Board sign the letter of intent. The motion was seconded by Selectman Salafia and voted 5-0 to approve.

F. Amendments to Regulations for the Use of The Park – 2nd Reading

On a motion by Selectman Major and seconded by Selectman Lyman, the Board voted 5-0 on the proposed amendments to the Regulations for the Use of The Park to reflect the Board's vote on October 7, 2013 regarding the delegation of authority to the Town Manager for licensing/permitting requests.

G. Zoning Board of Appeals Vacancies

Selectmen Major and Salafia reported they met and interviewed candidates for the ZBA openings and are unanimously in favor of the three candidates selected who are all civic minded, involved in the community, possess strong communication and writing skills and have no conflicts of interest.

On a motion by Selectman Salafia and seconded by Selectman Major the Board unanimously voted to appoint Lisa Rechisky, Tara Wilson, and Denise Bordonaro as the new Associate members of the Zoning Board of Appeals.

H. Town Accountant

Chairman Vispoli reported that the two Town Accountant candidates who were moved forward in the selection process were interviewed by the Board and although both candidates had unique qualifications they were not a match for Andover's needs. The Board talked about how to better express the qualities desired for the position and shared information from the report provided by Human Resources Director Candace Hall. The Board will hold a Special Meeting on December 10th from 7:30 P.M. – 9:30 P.M. to discuss the Town Accountant's position.

I. Public Health Mutual Aid Agreement

On a motion by Selectman Lyman and seconded by Selectman Salafia, the Board of Selectmen voted 5-0 to authorize the Town Manager to sign the Public Health Mutual Aid Agreement on behalf of the Town with amendments to add the Town of

Wilmington to our public health coalition.

VII. Consent Agenda

A. License Renewals

The Board of Selectmen took no action on the request of Andover Food, Inc., d/b/a Raagini Bistro, 209 North Street, for the renewal of their Common Victualler and All-Alcoholic Restaurant 2014 licenses to be effective from January 1, 2014 through December 31, 2014. The Board has requested advice from Town Counsel before any further discussion.

B. Appointments and Re-Appointments

On a motion by Selectman Major and seconded by Selectman Lyman, the Board unanimously voted that the following appointments by the Town Manager be approved:

DEPARTMENT	POSITION	RATE	EFF. DATE
<u>MEMORIAL HALL LIBRARY</u>			
Ann McGrath	Library Aide – PT (v. B. Leyne)	L2/1/\$10.25/hr.	12/2/13
<u>COMMUNITY SERVICES</u>			
Kevin Giribaldi	Basketball Referee – PT	C2A/\$8.00/hr.	12/2/13
Farrien P. Khan	Basketball Referee – PT	C2A/\$8.00/hr.	12/2/13
Michael A. Weber	Basketball Referee – PT	C2A/\$8.00/hr.	12/2/13
Shannon D. Manuel	Basketball Referee – PT	C2A/\$8.00/hr.	12/2/13
Molly D. Manuel	Basketball Referee – PT	C2A/\$8.00/hr.	12/2/13
Christopher M. Damiani	Basketball Referee – PT	C2A/\$8.00/hr.	12/2/13
Michael J. Oppedisano	Basketball Referee – PT	C2A/\$8.00/hr.	12/2/13
Paige F. Hartnett	Basketball Referee – PT	C2A/\$8.00/hr.	12/2/13
Zachary J. Martins	Basketball Referee – PT	C2A/\$8.00/hr.	12/2/13
Jessica K. Witten	Basketball Referee – PT	C2A/\$8.00/hr.	12/2/13
Julia L. Perry	Basketball Referee – PT	C2A/\$8.00/hr.	12/2/13
Mashuk S. Rahman	Basketball Referee – PT	C2A/\$8.00/hr.	12/2/13

VIII. Approval of Minutes from Previous Meetings

On a motion by Selectman Lyman and seconded by Selectman Major, the Board unanimously voted to approve the minutes of the Special Meetings on June 6, 2013 and July 8, 2013 as presented.

IX. Adjournment

At 9:46 P.M. on a motion by Selectman Major and seconded by Selectman Lyman the Board unanimously voted to adjourn the Regular Meeting of December 2, 2013.

Respectfully submitted,

Dee DeLorenzo, Recorder

Documents:

Amendment to AYC Grant Agreement

Solid Waste & Recycling Report

Process and Schedule for Water & Sewer Enterprise Funds

2013 Annual Report for Andover Community Access & Media, Inc.

Lletter from Johnson & Borenstein, LLC regarding 29 Boutwell Road Notice of Intent